



Job Announcement

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OPEN TO CURRENT DISTRICT COURT BAILIFFS ONLY

Opening Date:	April 30, 2015	Closing Date:	May 14, 2015
Job Title:	Supervising Bailiff	Position Type:	Contractual Full Time
PIN:	705000	FLSA Status:	Non-Exempt
Location:	District 5, Prince George's County Upper Marlboro, Maryland	Salary:	\$20.03 per hour
		Financial Disclosure:	No

Essential Functions: This is work maintaining order and security in all courthouses located in District 5. Coordinates and provides security for the judges and ensures professional and appropriate assistance to the public. Supervises staffing of security in all courthouses, courtrooms, and Judge's chambers throughout District 5 to include scheduling and daily assignments of the bailiffs. Coordinates safe, orderly evacuation of building in emergency situations. Maintains building entrance security by ensuring visitor compliance with use of metal detection, x-ray machines, and/or other reasonable measures of inspection. Implements all training of bailiffs to include all materials and procedures within the Employee Manual, Security Manual and other policies/procedures, as required. Arranges for yearly firearms qualification training and maintains required training records. Performs bailiff duties when unplanned or unexpected absences occur.

Education: High school diploma/GED and **MUST be a graduate of a Police Training Academy.**

Experience: Two years of law enforcement experience **and** one year of experience as a District Court Bailiff.

Preferred: Previous supervisory experience.

Skills/Abilities: Ability to recognize and diffuse difficult situations by taking appropriate action promptly. Ability to coordinate staffing needs and accept direction from supervisory staff. Ability to deal politely and professionally with co-workers and members of the bench and other agencies. Ability to organize and work well with others. Demonstrate courtesy and tactfulness with citizens and coworkers, and willingness to assist the public and coworkers as needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position. (unsigned applications will not be accepted.)

Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.